

The National Standardized Child Passenger Safety Training Program

Curriculum by
National Highway Traffic Safety Administration
In collaboration with the
National CPS Board

Instructor Candidacy Application Deadlines and Requirements

Currently certified technicians who have been certified for *at least six months* are eligible to apply for instructor candidacy. To begin the instructor candidacy approval process online, you must log in to the online certification system and register using your secure user ID and password. If you did not know your user ID and password, please call customer service at 877-366-8154 for assistance. Technicians may also register using the paper application, which may be found under the FORMS section of the SAFE KIDS Web site, www.safekids.org/certification.

Once registered, applicants must also complete and submit the attached required documentation form to the address at the end of the form. **All documentation must be submitted within six months of registration.**

Completed documentation must be received by the National SAFE KIDS Campaign **at least six weeks prior** to the registered course that you wish to participate in as an instructor candidate. This allows sufficient time for the application to be reviewed and processed, and for instructor materials to be shipped to and studied by the Instructor Candidate, prior to the class start date.

Complete documentation includes:

- The attached required documentation form, completed by the applicant, to document teaching and practical CPS experience.
- Two to four letters of support, verifying the applicant's teaching experience and child passenger safety technical skills. Further details listed in application. Sample language for support letters is available on the SAFE KIDS Web site. **Do not send separately -- include these letters with your Instructor Candidacy Required Documentation form.**

PLEASE NOTE: Incomplete documentation cannot be processed.

Before performing any of the requirements for instructor candidacy, **an applicant must receive a letter of approval and be registered as an instructor candidate for a specific course.**

Thank you for your commitment to child passenger safety.

Instructor Candidate Required Documentation

Applicant's Name: _____ Date Submitted: _____

Organization: _____

Telephone: _____ E-mail: _____

Certification ID: _____ Original Certification Date _____

Please send complete required documentation to the address at the end of this form. Allow six weeks from the date of receipt for processing. Incomplete documentation cannot be processed. Before performing any of the requirements for instructor candidacy, an applicant must receive a letter of approval and be registered as an instructor candidate for a specific course.

I. CPS Certification and Experience

- a. **Please attach a list of the dates and location of child safety seat activities** (e.g. clinics, checkpoints, individual checks) you have participated in since becoming certified and your role.
- b. **Please submit verification of current technician certification** (e.g. copy of wallet ID card, copy of certification letter).

II. Teaching Experience

Please attach a list of your prior teaching experience. This experience can be in subject areas other than child passenger safety (CPR, neonatal education, etc.), but you must have taught adults in a classroom setting. Provide as much detail as possible (hours, size of audience, etc). If you have certificates or other supporting material, please include copies.

III. Professional or Volunteer Position

- a. What types of CPS activities does your present position include?
- b. Does your position require certification as a CPS Instructor?
- c. How often do you anticipate teaching the NSCPSTP certification course?

SK Use Only:	Date Recd: _____	Cert. ID & Exp. Date: _____
	Letters: CPST: _____	CPSTI (1 w/skills): _____
	Direct Observation: _____	Teach: _____ Skills: _____

Instructor Candidate Required Documentation

IV. Letters of Reference

Please Submit two to four letters of support, verifying the applicant's teaching experience and child passenger safety technical skills. Sample language for support letters is available on the SAFE KIDS Web site, www.safekids.org/certification. **Do not send separately -- include these letters with your Instructor Candidacy Required Documentation form.**

- At least **two letters** that testify to **WITNESSED TEACHING EXPERIENCE in an ADULT CLASSROOM SETTING**. This teaching experience does not have to be related to child passenger safety, nor does it have to be from a CPS-certified individual.
- At least **one letter** from a **currently certified CPS instructor** that testifies to **WITNESSED TECHNICAL SKILLS AND KNOWLEDGE**.
- At least **one letter** from a **currently certified CPS technician or additional instructor** that testifies to **WITNESSED TECHNICAL SKILLS AND KNOWLEDGE**. A letter from an approved instructor candidate will be regarded as a letter from a technician.

Be sure that that letters of recommendation are very explicit in stating that the writer witnessed (technical or teaching skills (or both) and that the teaching skills were witnessed in an adult classroom setting.

I verify that all information stated on this application is true.

Signature: _____

Date: _____

Send this form with the supplemental documentation, to:

National SAFE KIDS Campaign
CPS Certification
1301 Pennsylvania Avenue, N.W., Suite 1000
Washington, DC 20004
FAX: (202) 393-2072